

NORTH COW CREEK SCHOOL DISTRICT

Agenda for Governing Board Workshop

Tuesday, March 17, 2020

6:00 – 7:00

Americans with Disabilities Act Assistance – Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify this office as soon as possible. We will make every effort to give primary consideration to expressed preferences or provide equally effective means of communication to ensure equal access to North Cow Creek School District programs and events.

Board Members:

Eileen Travis, President
Vacant

Jim Brimble, Member

Kim Christofferson, Clerk
Erika Callegari, Member

1. CALL TO ORDER:

:

2. WORKSHOP TOPICS

- A. Review of Student, Staff, Parent feedback on Goals and Local Indicators
- B. Review and Analysis of LCAP Goals

3. ADJOURNMENT OF WORKSHOP SESSION

Motion:

Second:

Vote:

NORTH COW CREEK SCHOOL DISTRICT
Agenda for Regular Meeting of the Governing Board
Tuesday, March 17, 2020
7:00pm
Page 1 of 3

Americans with Disabilities Act Assistance – Auxiliary aids and services include a wide range of services and devices that promote effective communication for individuals with disabilities. If you require such assistance, please notify this office as soon as possible. We will make every effort to give primary consideration to expressed preferences or provide equally effective means of communication to ensure equal access to North Cow Creek School District programs and events.

Board Members:

Eileen Travis, President
Vacant

Jim Brimble, Member

Kim Christofferson, Clerk
Erika Callegari, Member

Call to Order/Flag Salute

1. APPROVAL OF THE ORDER OF THE AGENDA

Motion:
Second:
Vote:

2. CITIZENS ADDRESSING THE BOARD

Please be aware that the Board cannot take action on any items not on the agenda. Public comment is limited to a maximum of thirty minutes, and each speaker will be limited to 3 minutes.

- A. Items on the agenda
- B. Items on Closed Session agenda
- C. Items not on the agenda:

3. STAFF/COMMUNITY PRESENTATION

- A. North Cow Creek Educator's Association
- B. North Cow Creek Education Foundation

4. CORRESPONDENCE

- A. NONE

5. CONFERENCE SECTION

- A. Superintendent's Report
 - a. Enrollment
 - b. H.E.R.O program update
 - c. Coronavirus Update

6. INFORMATION ITEMS

- A. Calendar of Events

NORTH COW CREEK SCHOOL DISTRICT
Agenda for Regular Meeting of the Governing Board
Tuesday, March 17, 2020
7:00pm
Page 2 of 3

7. CONSENT ITEMS

- | | |
|---|---------|
| A. Approval of Regular Meeting Minutes from February 25, 2020 | Motion: |
| B. Approval of Monthly Warrants | Second: |
| C. Quarterly Report on Williams Uniform Complaint | Vote: |

8. DISCUSSION/ACTION ITEMS

- | | |
|---|---------|
| A. Discussion/Action: Approval of Candidate to fill current Board vacancy. | Motion: |
| | Second: |
| | Vote: |
| B. Discussion/Action: Approval of 2 nd Interim Financial Report
(<i>Supplemental Packet 200317A</i>) | Motion: |
| | Second: |
| | Vote: |
| C. Discussion/Action: Approval of Three Year Contract for Shared Chief Business Office Position with Happy Valley Elementary | Motion: |
| | Second: |
| | Vote: |
| D. Discussion: Direction to the Superintendent on funding options for the proposed modernization projects (Parking Lot & Bathroom/Classroom Facility) | |

9. NEXT MEETING & BOARD DISCUSSION

- A. Board Discussion of School Affairs
- B. Regular Board Meeting – March 17 @ 7:00 pm
- C. Future Agenda Items
 - a. 2020/2021 Developer Fees Justification Study (April)
 - b. 2020/2021 Class configuration for grades K-3 (April)
 - c. 2021/2022 LCAP Plan/Budget (June)

10. ADJOURNMENT TO CLOSED SESSION at:

Motion:
Second:
Approved:

NORTH COW CREEK SCHOOL DISTRICT
Agenda for Regular Meeting of the Governing Board
Tuesday, March 17, 2020
7:00pm
Page 3 of 3

11. CLOSED SESSION

A. Superintendent Contract (GC 54957)

12. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION:

13. ADJOURNED at:

Motion:
Second:
Approved:

GA

April 2020

May 2020

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 29	30	31	Apr 1	2	3	4
			8:30am Parent H.E.R.O Video Preview 3:10pm Staff Meeting 5:30pm Parent H.E.R.O 6:30pm EdFoundation	7:30am Choir Rehearsal 9:00am Kindergarten Round Up	Jog-a-thon 7:30am Choir Rehearsal	
5	6	7	8	9	10	11
	8:00am No School/Spring Break	8:00am No School/Spring Break	8:00am No School/Spring Break	8:00am No School/Spring Break	8:00am No School/Spring Break	
12	13	14	15	16	17	18
	8:00am No School/Spring Break	School Resumes	3:10pm Staff Meeting	7:30am Choir Rehearsal	Flagg Fundraiser 7:30am Choir Rehearsal	Flagg Fundraiser
19	20	21	22	23	24	25
		1:30pm Fire Drill/H.E.R.O Drill 7:00pm School Board Meeting	Book Fair	7:30am Choir Rehearsal 5:15pm EdFoundation Dinner 6:00pm Open House		
26	27	28	29	30	May 1	2
		CAASP Testing (Grades 5 & 8)		7:30am Choir Rehearsal		

NORTH COW CREEK SCHOOL DISTRICT
Minutes for Regular Meeting of the Governing Board
Tuesday, February 25, 2020
7:00pm
Page 1 of 4

Members Present: Eileen Travis, Jim Brimble, Kim Christofferson, Erika Callegari, Kevin Kurtz, Lori Brunelli, 1 TrusteeVacancy

Call to Order/Flag Salute: 7:02 p.m.

1. APPROVAL OF THE ORDER OF THE AGENDA

Motion: KChristofferson
Second: ECallegari
Vote: 4-0
Vacant: 1

2. CITIZENS ADDRESSING THE BOARD

Please be aware that the Board cannot take action on any items not on the agenda. Public comment is limited to a maximum of thirty minutes, and each speaker will be limited to 3 minutes.

- A. Items on the agenda: None
- B. Items on Closed Session agenda: None
- C. Items not on the agenda: None

3. STAFF/COMMUNITY PRESENTATION

- A. Recognition of Kevin Butler for service to the Board and District: Kevin Kurtz presented a plaque and thanked Kevin Butler for his 8 years of service.
- B. North Cow Creek Educator’s Association: Greg Lawson thanked Kevin Butler on behalf of the Educator’s Association.
- C. North Cow Creek Education Foundation: The Beaver Bash will be held at Mercy Oaks on March 28. Each classroom will be donating baskets and desserts to be auctioned off. The Talent Show is March 12. Drinks and desserts will be provided by the Education Foundation. Honor Roll assembly and celebration will be March 6.

4. CORRESPONDENCE

- A. Letter from SCOE regarding the First Interim Report for the 19/20 Year

5. CONFERENCE SECTION

- A. Superintendent’s Report
 - a. Enrollment: 258
 - b. Modernization Project Update: The parking lot plans have been submitted to the County. The plans will go to the Division of State Architect March 6. If Proposition 13 passes it will increase the chance of funding for our parking lot project. Beth Roberts proposed a bridge loan to get the process started. The Board decided to wait to see if Proposition 13 passes before moving forward. Kevin Kurtz attended a facility modernization workshop in Woodland on February 25.
 - c. E-Rate Project: There is \$4,500 left in Category 2 funds. The money will be used to upgrade older wireless access points.

NORTH COW CREEK SCHOOL DISTRICT
Minutes for Regular Meeting of the Governing Board
Tuesday, February 25, 2020
7:00pm

Page 2 of 4

- d. Action Team Slideshow: Thank you to Olivia Gillespie for her hard work with coordinating the action teams. Kevin Kurtz discussed the different action teams and presented a slideshow.

6. INFORMATION ITEMS

- A. Calendar of Events

7. CONSENT ITEMS

- | | |
|--|-------------------------|
| A. Approval of Regular Meeting Minutes from January 21, 2020 | Motion: KChristofferson |
| B. Approval of Monthly Warrants | Second: JBrimble |
| C. 2019/2020 Consolidated Application | Vote: 4-0
Vacant: 1 |

8. DISCUSSION/ACTION ITEMS

- | | |
|--|---|
| A. Discussion/Approval: Approval of AB1200 (Public Disclosure of Proposed Certificated Collective Bargaining Agreement) and attached Certificated Collective Bargaining Agreement. Pending County approval. | Motion: JBrimble
Second: ECallegari
Vote: 4-0
Vacant: 1 |
| B. Discussion/Approval: Approval of AB1200 (Public Disclosure of Proposed Classified Collective Bargaining Agreement) and attached Classified Collective Bargaining Agreement. Pending County approval. | Motion: ECallegari
Second: KChristofferson
Vote: 4-0
Vacant: 1 |
| C. Discussion/Action: Approval of the <u>Request for Allowance of Attendance Due to Emergency Conditions</u> waiver allowing the school to claim full attendance 12/5/19 and 12/6/19 when parents kept their students home due to the threat written in the upper grade boy's bathroom. | Motion: ECallegari
Second: KChristofferson
Vote: 4-0
Vacant: 1 |
| D. Discussion/Action: Selection of subcommittee from Board to interview and recommend a candidate for consideration to fill the Board position vacated by Kevin Butler. Erika Callegari and Kim Christofferson offered to be on the subcommittee. | Motion: ETravis
Second: JBrimble
Vote: 4-0
Vacant: 1 |
| E. Discussion/Presentation: Safety Plan Implementation. Overview of introductory video on the H.E.R.O active shooter program. School staff are utilizing this program to orient students on the procedures for addressing a stranger on campus. Drills will be scheduled as staff complete the lessons with their students. The Threat Assessment Team (TAT) is being developed and Officer Estill will be working with the school to provide training to the TAT. The Threat Assessment Team consists of Sue Grabek, Rana Osborne, Derek Hahn, Kevin Kurtz, Lori Brunelli, Marlena Witherell and Polly Bambauer. Kim Christofferson asked if the video would be available | |

MA.3

NORTH COW CREEK SCHOOL DISTRICT
Minutes for Regular Meeting of the Governing Board
Tuesday, February 25, 2020
7:00pm

Page 3 of 4

to parents. Jim Brimble suggested having a parent night for parents to view the video.

- F. Discussion/Action: Approval of the Board to authorize the Superintendent to work with the Happy Valley Elementary School District to develop a three-year shared contract between the two districts for sharing a Chief Business Officer position beginning with the 2020/2021 school year. Final contract will be presented to the School Board for approval at the March meeting. The Chief Business Officer would work 2 days at North Cow Creek and 3 days at Happy Valley.

Motion: KChristofferson
Second: ECalellgari
Vote: 4-0
Vacant: 1

- G. Discussion: Overview of the upcoming Board/Community workshop to provide input on the 2020/2021 Local Control Accountability Plan (LCAP). The date for the workshop is March 17 from 6:00-7:00 p.m. Parents and staff members are encouraged to attend.

9. NEXT MEETING & BOARD DISCUSSION

- A. Board Discussion of School Affairs: Erika Callegari thought the Student Discipline Workshop that she attended with Mr. Kurtz was very informative. Kim Christofferson asked if we were having a softball team. Mr. Kurtz stated we did not have enough players to field a team.
- B. Board/Community Workshop – March 17 @ 6:00 p.m.
- C. Regular Board Meeting – March 17 @ 7:00 p.m.
- D. Future Agenda Items
- a. Board appointment of replacement for Kevin Butler (March)
 - b. 2020/2021 Developer Fees Justification Study (March)
 - c. 2020/2021 Approval of Shared Business Services with Happy Valley Elementary (March)
 - d. 2020/2021 Class configuration for grades K-3 (March)

10. ADJOURNMENT TO CLOSED SESSION at: 8:45 p.m.

Motion:KChristofferson
Second: ECallegari
Approved: 4-0
Vacant; 1

11. CLOSED SESSION

- A. Labor Negotiations (GC 54957.6)

12. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION:

None

7A4

NORTH COW CREEK SCHOOL DISTRICT
Minutes for Regular Meeting of the Governing Board
Tuesday, February 25, 2020
7:00pm
Page 4 of 4

13. ADJOURNED at: 9:05 p.m.

Motion: JBrimble
Second: ECallegari
Vote: 4-0
Vacant: 1

Respectfully Submitted:

Lori Brunelli, District Secretary

Kim Christofferson, Board Clerk

7B.1

Checks Dated 02/12/2020 through 03/09/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010843165	02/27/2020	BRIGHT'S REDDING TROPHY	01-4510	BOARD MEMBER AWARD		100.55
9010843166	02/27/2020	CALIFORNIA SAFETY CO	01-5620	ALARM 2/1/20-2/29/20		87.50
9010843167	02/27/2020	CDW GOVERNMENT	01-5801	GO GUARDIAN <i>Allows 6-8 teachers to control Chromebooks</i>		464.07
9010843168	02/27/2020	COOK, GINA	01-4310	ELECTIVE SUPPLIES		83.14
9010843169	02/27/2020	CRESSWELL PHYSICAL THERAPY	01-5805	OT		487.50
9010843170	02/27/2020	EIDE BAILLY LLP	01-5812	FINAL AUDIT BILLING 2019		6,060.00
9010843171	02/27/2020	ENGLISH, ILENE L	01-4310	INTERVENTION SUPPLIES		70.66
9010843172	02/27/2020	HUE & CRY INC	01-5805	FIRE ALARM 3/1/20-3/31/20		64.63
9010843173	02/27/2020	JACK SCHREDER AND ASSOCIATES	01-5801	JANUARY 2020 SCHOOL FACILITY PRGRM		701.25
9010843174	02/27/2020	LOZANO SMITH LLP	01-5810	LEGAL SERVICES	1,617.00	
9010843175	02/27/2020	MISSION LINEN SUPPLY	01-5810	PROFESSIONAL SERVICES THRU 1/31/20	588.00	2,205.00
9010843176	02/27/2020	OFFICE DEPOT	01-5530	LAUNDRY		163.53
9010843177	02/27/2020	PACE ENGINEERING, INC	01-4310	SP ED SUPPLIES		77.53
9010843178	02/27/2020	PACIFIC GAS ELECTRIC COMPANY	01-5801	PARKING LOT		8,720.00
9010843179	02/27/2020	PALO CEDRO MARKET - SHELL	01-5515	MAIN TRUE-UP	14,816.58	
9010843180	02/27/2020	PIKE, JEANNE M	01-4510	POLE 1/16/2020-2/14/2020	24.10	14,840.68
9010843181	02/27/2020	REFRIGERATION SUPPLIES DISTRIB	01-4510	GAS		34.99
9010843182	02/27/2020	SHASTA MOSQUITO VECTOR CONTROL	01-4510	COFFEE		9.59
9010843183	02/27/2020	SYNCB/AMAZON	01-5801	THERMOSTAT		62.39
				MOSQUITO/VECTOR CONTROL 7/1/19-6/30/20		59.04
			01-4310	CURTAIN/SAFETY BOXES	160.65	
				DEFIBRILLATOR <i>Mandated by CA</i>	1,367.44	
				DEFIBRILLATOR CABINET	107.20	
				INTERVENTION SUPPLIES	58.57	
				STUDENT BOOKS	117.70	
			01-4510	DISH DRAINER/SINK PROTECTOR	22.85	
				LEARNING TO IMPROVE	35.66	
				MICROWAVE <i>Gym microwave went out</i>	214.44	
				VOICE RECORDER <i>SPED Intg Recorder</i>	32.16	2,116.67
			01-5555	PEST CONTROL		128.00
			01-4410	TROLLEY CART <i>Lab television</i>		596.13
			76-9550	MAR 2020 HEALTH/DENTAL/VISION - EMPLOYEE	25,433.10	
			76-9563	MAR 2020 HEALTH/DENTAL/VISION - TRUSTEE	126.19	25,559.29
			01-5801	DSA APP #02-118162 <i>Parking lot</i>		5,375.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

MB.2

Checks Dated 02/12/2020 through 03/09/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010843899	03/05/2020	CANON FINANCIAL SERVICES	01-5620	COPIER		975.18
9010843900	03/05/2020	COLLEGE BOARD	01-4310	PSAT 8/9		348.00
9010843901	03/05/2020	COLUMBIA SCHOOL DISTRICT	01-5801	2020 4/5 BASKETBALL FEES		570.16
9010843902	03/05/2020	EWING IRRIGATION	01-4510	PLUMBING	26.65	
				SPRINKLER	37.67	
9010843903	03/05/2020	FRONTIER	01-5910	PHONE 2/25/20-3/24/20		64.32
9010843904	03/05/2020	GILES LOCK & SECURITY INC	01-5630	LOCK REPAIR		180.83
9010843905	03/05/2020	JOYLABZ LLC	01-4310	MAKEY MAKEY STEM PACK		140.00
9010843906	03/05/2020	JW WOOD COMPANY INC	01-4510	PLUMBING		935.33
9010843907	03/05/2020	MISSION LINEN SUPPLY	01-4510	SUPPLIES	302.33	
			01-5530	LAUNDRY	172.89	
9010843908	03/05/2020	NATION, ANDREA	01-5801	A BOYS BB TOURNEY FEES		475.22
9010843909	03/05/2020	NORTH STATE PARENT	01-5814	1/4 PAGE AD		180.00
9010843910	03/05/2020	PLANK ROAD PUBLISHING,INC	01-4310	BELTS/HOLDERS (MUSIC)		560.00
9010843911	03/05/2020	SHASTA UNION HIGH SCH DISTRICT	01-5805	TECH SUPPORT 19/20		62.30
9010843912	03/05/2020	TROXELL COMMUNICATIONS	01-4310	CHROME-MANAGEMENT-COUNSOLE- CART		4,250.00
9010843913	03/05/2020	US BANK	01-4310	AED CABINET	115.83	
				AED CABINET CREDIT	115.83-	
				AED TRAINING PADS	206.66	
				ILAB MULTI LANGUAGE STARTER KIT	96.55	
				MUSIC	158.55	
				MUSIC SUPPLIES	221.81	
				PHONE CREDIT	50.00	
				PHONE CREDIT	10.25	
				Unpaid Sales Tax	7.05-	
9010843914	03/05/2020	US BANK EQUIPMENT FINANCE	01-4310	CLASSROOM PRINTERS		736.77
9010843915	03/05/2020	VERIZON WIRELESS	01-5910	SUPT CELL 1/23/20-2/22/20		510.06
				Total Number of Checks	40	78,884.30

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General	39	53,332.06
76	Payroll/Clearing	1	25,559.29

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

78.3

Checks Dated 02/12/2020 through 03/09/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
		Total Number of Checks	40			78,891.35
		Less Unpaid Sales Tax Liability				7.05
		Net (Check Amount)				78,884.30

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: North Cow Creek

School Year: 18/19

Person completing this form: Kevin Kurtz

Title: Supt/Prin.

Quarterly Report Submission Date:

- July 1 – September 30 *(due October 15)
- October 1 – December 31 *(due January 15)
- January 1 – March 31 *(due April 15)
- April 1 – June 30 *(due July 15)

Date information will be reported publicly at governing board meeting:

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
TOTALS			

Kevin Kurtz
Signature of District Superintendent

Kevin Kurtz
Printed Name of District Superintendent

3/17/20
Date

*Submit by quarterly due date to: Laurie Zambrano, Executive Assistant
lzambrano@shastacoe.org

**Board Supplemental Information
200317A**

**2nd Interim Financial Report for the
2019/2020 School Year**

**AGREEMENT BETWEEN
HAPPY VALLEY SCHOOL DISTRICT
and
NORTH COW CREEK SCHOOL DISTRICT**

The North Cow Creek Elementary School District and the Happy Valley Elementary School District agree to enter into a contract to share CBO services for a three (3) year term for the 2020/21, 2021/22, and 2022/23 fiscal years as summarized on the attached. Services will primarily be provided by the CBO for each district on each district's site. It is agreed that NCC shall generally receive direct services equivalent to 40% of the CBO's time and HVEDS shall generally receive direct services equivalent to 60%.

Term of Agreement: This agreement will begin on July 1, 2020 and terminate on June 30, 2023. The agreement may be renewed upon approval of both parties.

Costs: NCCS and HVEDS will share in the cost of the CBO with NCC responsible for 40% of the CBO's salary, benefits, and employment costs and HVEDS responsible for 60% of the CBO's salary, benefits, and employment costs. Any additional expenses incurred on behalf of the CBO for training, professional development, employment needs/concerns or additional staff will be equally shared unless mutually agreed upon between the two districts for a different amount. In the event that additional parties enter into a shared contract between NCCS and HVEDS for CBO services, the shared costs to each district will be reestablished.

HVEDS will serve as the employing agency for the CBO and will invoice North Cow Creek quarterly during the terms of this agreement.

HVEDS and NCC will communicate regularly in the evaluation and coordination of the services being provided by the CBO and will work jointly to develop an annual evaluation of the CBO.

Modification of Agreement: This agreement may be modified at any time during the school year with mutual consent of both districts.

Unilateral Modification of Agreement: Either party may choose to permanently change the agreement for the following academic year by providing written notice to the other party by **February 1 of the current academic year.**

Mutual Termination of Agreement: This agreement may be terminated at any time during the final school year of this agreement upon written mutual consent of both parties.

Termination of Agreement For Cause: Either party may terminate this Agreement upon fourteen (14) days prior written notice to the other party of a material breach of this agreement, and a failure to cure within that time period. A written notice of termination shall be delivered to the breaching party following the fourteen (14) day notice period unless otherwise agreed to by written mutual consent of both parties.

Notices: Any notices required to be given pursuant to the terms and provisions of this agreement shall be submitted in writing and sent to the HAVESD superintendent.

Indemnification: Both parties shall defend, indemnify, and hold harmless the other party and its agents, representatives, officers, consultants, employees, Board of Trustees, members of the Board of Trustees (collectively, the "District Parties"), from and against any and all claims, demands, liabilities, damages,

losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the "Claims") directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of either party, their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees in the performance of or failure to perform the party's obligations under this Agreement, including, but not limited to the party's use of the site, the party's performance of the Services, the party's breach of any of the representations or warranties contained in this Agreement, or for injury to or death of persons or damage to property or delay or damage to the District or the District Parties. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.

Governing Law: Venue: This Agreement shall be governed by the laws of the State of California. The venue for all litigation relative to this Agreement shall be the County of Shasta, State of California.

Severability: In the event any term or provision of this Agreement is declared to be invalid or illegal for any reason, this Agreement will remain in full force and effect and will be interpreted as though such invalid or illegal provision were not a part of this Agreement. The remaining provisions will be construed to preserve the intent and purpose of this Agreement and the parties will negotiate in good faith to modify any invalidated provisions to preserve each party's anticipated benefits.

Entire Agreement: This Agreement contains the entire Agreement between the Parties and supersedes all other oral or written provisions.

Execution in Counterparts: This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

HAPPY VALLEY ELEMENTARY
SCHOOL DISTRICT

NORTH COW CREEK ELEMENTARY
SCHOOL DISTRICT

Helen Herd, Superintendent

Kevin Kurtz, Superintendent

Date

Date

Appendix**CBO Services provided to both Happy Valley Elementary School and North Cow Creek Elementary School.****Meet weekly with District Superintendent****Attend monthly Board Meetings for the district, as needed****Budget Development**

- Position control and budget development
- Detail budget for all funds/resources for non-employee costs
- LCFF revenue estimates
- Other revenue estimates for all funds/resources
- SACS report preparation, including all supplementary schedules and criteria and standards
- Cash Flow estimate
- Multiyear projections, including summary of assumptions
- Narrative summary for each budget
- Special Ed Maintenance of Effort
- Post budget updates to general ledger file

Year End Closing / Audit

- Balance all funds/resources
- Post closing journal entries for receivables/payables
- Coordinate with independent financial auditor
- SACS report preparation, including all supplementary schedules and criteria and standards
- Maintain capital asset schedule and depreciation calculations
- Maintain long-term debt reconciliation
- Assist with preparation of MD&A section of audited financial statements
- Developer fee annual accounting

Payroll

- Reconcile payroll withholdings and contribution accounts
- Approve all payroll including emergency walk thru check requests
- Set up new employees
- Maintain salary and withholding tables
- Update employee pay as directed by superintendent
- Prepare employment notifications
- Process monthly employee and substitute pay
- Request emergency walk thru check requests if needed
- Process final pay for terminated employees
- Process vendor payment requests for amounts withheld from employees
- Year end W-2s
- Submit employee contributions and compliance reporting to the 403(b) third-party plan Administrator

CBO Services provided to both Happy Valley Elementary School and North Cow Creek Elementary School. (continued)

Vendor Payables

- Review coding of all invoices
- Review all batches for proper account in compliance with the California School Accounting Manual
- Tax reporting – 1099s, Sales Tax, DE542

Cash Receipts

- Assist with coding misc deposits
- Review all coding for proper account in compliance with the California School Accounting Manual

Negotiations

- Prepare scheduled and assist in negotiations sessions as needed
 - Note: Unusual negotiations activities may require additional time which will be discussed with the Superintendent to approve the increased cost.
- Prepare AB1200 disclosure for any negotiated settlements

Cafeteria

- Prepare documents for year-end audit
- Review child nutrition reimbursement submissions

Financial Reporting and Misc

- Submit quarterly Cash Management reporting
- Complete misc program expenditure reports such as Title I comparability
- Assist with Consolidated Application financial components
- Assist with financial data for SARC reporting
- Maintain chart of accounts
- Coordinate e-rate reporting/funding with vendor
- LCAP

Attendance

- Collect and review district attendance data, including review of calculations
- Input data into state attendance software
- Process emergency waiver request